



**Policy:** 4061  
**Procedure:** 4061.01

**Effective:** 05/01/2006  
**Replaces:** 4061.01 and  
4061.02  
**Dated:** 04/28/2003

**Chapter:** Secure Facilities  
**Rule:** Separation Program:  
Referral, Admission, and  
Relapse Avoidance Plans

### **Purpose:**

The Arizona Department of Juvenile Corrections (ADJC) ensures juveniles are admitted to the Separation program only to: reduce a serious and continuing escape risk, protect the juvenile or others from imminent risk of substantial injury, prevent serious destruction of property, prevent serious disruption of the facility, and/or upon a juvenile's self-request. Employees shall develop an individualized Relapse Avoidance Plan (RAP) for each juvenile admitted to the Separation program and shall assess the juvenile's behavior on a daily basis to determine if s/he continues to meet Separation admission criteria or exhibits stable, cooperative behavior, and can be returned to his/her housing unit to complete the RAP.

### **Rules:**

#### **1. Pre-Referral Interventions:**

- a. **EMPLOYEES** shall use a variety of methods to de-escalate juvenile conflicts prior to referral to Separation to include:
  - i. Appropriate behavior management interventions in accordance with established practices and training guidelines;
  - ii. Relocation to a quiet or private area to:
    - (1) Hear the juvenile's concerns;
    - (2) Mediate disagreements;
    - (3) Conduct or complete a:
      - (a) Form 4061.01A Life Space Interview (LSI);
      - (b) Form 4061.01G Mediation and/or Conflict Resolution;
      - (c) Form 4061.01H Behavior Cycle Worksheet;
      - (d) Huddle-up; or
      - (e) Counseling session with a Qualified Mental Health Professional (QMHP).
  - iii. Handing-off the situation to another uninvolved employee; and
  - iv. Calling for a security response.

#### **2. Self-Referral Procedures:**

- a. In the event a juvenile requests a self-referral to Separation, **EMPLOYEES** shall:
  - i. Prior to referring the juvenile to Separation, conduct an LSI to determine underlying causes for the self-referral for the purpose of potentially avoiding the juvenile's referral and admission to Separation;
  - ii. In urgent situations, refer the juvenile to Separation and conduct the LSI prior to a decision to admit the juvenile.
- b. Upon referring a juvenile to Separation for self-referral **EMPLOYEES** shall:
  - i. Complete Form 1190.01A Incident Report (IR) which details the circumstances leading to the self-referral; and
  - ii. Call for a security response.
- c. **SECURITY EMPLOYEES** shall:
  - i. Attempt further interventions with the juvenile; and
  - ii. If the juvenile continues to insist upon a self-referral, transport the juvenile, IR, and LSI to Separation.
- d. **SEPARATION EMPLOYEES** shall review the IR and the results of the LSI before admitting a juvenile for a self-referral;

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- e. Upon a juvenile's admission to Separation for self-referral:
- (1) **SEPARATION EMPLOYEES** shall ensure the juvenile signs Form 4061.02D Voluntary Consent Form;
  - (2) **REFERRING EMPLOYEES** shall notify:
    - (a) The unit psychology associate, MHTC or on-site QMHP; and
    - (b) The housing unit manager.
  - (3) **SEPARATION EMPLOYEES** shall:
    - (a) Ensure a QMHP reviews and clears all self-referred juveniles prior to their release from Separation:
      - (i) Within two hours of the juvenile's arrival in Separation when referred between 8:00am and 9:00pm; or
      - (ii) Within 12 hours of the juvenile's arrival in Separation when referred between 9:00pm and 8:00am.
    - (b) Release cleared juveniles upon their own request, unless they meet other admission criteria.
  - (4) The **HOUSING UNIT MANAGER/DESIGNEE**, shall visit self-referred juveniles within one business day of the juvenile's arrival in Separation;
  - (5) **HOUSING UNIT PROGRAM EMPLOYEES** shall:
    - (a) Counsel self-referred juveniles; and
    - (b) Give programming assignments to assist self-referred juveniles in processing their current issue.
  - (6) If a juvenile remains in Separation on self-referral for 24 hours or longer:
    - (a) **SEPARATION EMPLOYEES** shall ensure a due process hearing is conducted to determine if the juvenile would like to remain in Separation; and
    - (b) **HOUSING UNIT PROGRAM EMPLOYEES** shall begin requests for extensions for continued confinement in Separation for self-referred juveniles within 24 hours of the due process hearing and continue in accordance with Procedure 4061.03 Separation Program: Extended Confinement;
  - (7) The **MENTAL HEALTH TEAM COORDINATOR (MHTC) AND HOUSING UNIT MANAGER** shall ensure that juveniles on self-referral status participate in all required Separation programming to include completion of assigned portions of Form 4061.02K Self-Referral RAP.
  - (8) With the consultation of the MHTC, **SEPARATION AND HOUSING UNIT PROGRAM EMPLOYEES** shall make all reasonable efforts to encourage self-referred juveniles to return to regular program status as soon as possible;
  - (9) **EACH JUVENILE'S MULTI-DISCIPLINARY TEAM (MDT)** shall:
    - (a) Review each self-referral to determine whether the self-referral resulted from an urgent need for assistance or an effort to avoid programming;
    - (b) If a juvenile has inappropriately self-referred more than twice in a month, place the juvenile on a Form 4061.02J Self-Referral Behavioral Contract; and
    - (c) Ensure the Housing Unit Manager and Psychology Associate approve all behavioral contracts.

**3. Referral Process:**

- a. **EMPLOYEES REFERRING A JUVENILE TO SEPARATION** shall:
- i. Call for a Security response to:
    - (1) Attempt intervention; and
    - (2) If appropriate, transport the juvenile to Separation.
  - ii. Complete Form 1190.01A Incident Report as soon as possible following the juvenile's referral to Separation;
  - iii. Ensure incident reports are legible and accurate;

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- iv. Include detail regarding interventions attempted prior to referring the juvenile to Separation;
- v. Check the appropriate box on the incident report regarding which Separation referral criterion is being considered;
- vi. Ensure incident reports are received at Separation:
  - (1) Within 90 minutes (1.5 hours) of the referral; or
  - (2) Within 150 minutes (2.5 hours) if an extension is granted by the superintendent or designee.
- b. The **SUPERINTENDENT, OR DESIGNEE** shall:
  - i. In the event of unforeseen circumstances, have authority to grant extensions to the 90 minute deadline for incident reports to be received at Separation;
  - ii. Notify Separation employees directly when granting extensions;
  - iii. Grant extensions only:
    - (1) For good cause;
    - (2) Up to an additional 60 minutes (1 hour);
    - (3) Prior to the original 90 minute (1.5 hour) deadline;
  - iv. **SEPARATION EMPLOYEES** shall document approved extensions in:
    - (1) Youthbase;
    - (2) The Separation log; and
    - (3) In the juvenile's Separation program file.

**4. Separation Check-In Process:**

- a. Upon a juvenile's arrival in Separation for any type of referral:
  - i. **SAME SEX SECURITY EMPLOYEES** shall strip search the juvenile in a designated area that ensures privacy;
  - ii. If the juvenile refuses to be searched **SEPARATION OR SECURITY EMPLOYEES** shall:
    - (1) Keep the juvenile under constant, direct supervision until searched;
    - (2) If circumstances allow, wait a reasonable period of time (10-15 minutes) to determine if the juvenile will be compliant with the search;
    - (3) If after a reasonable period of time the juvenile remains non-compliant, notify the Superintendent regarding:
      - (a) Current situation and time frame;
      - (b) Interventions attempted to elicit compliance; and
      - (c) Involved employees to include:
        - (i) Housing unit;
        - (ii) Separation;
        - (iii) Security;
        - (iv) QMHP;
        - (v) MHTC;
        - (vi) Psychologist; and
        - (vii) Psychiatrist.
  - iii. After all interventions have been exhausted, the **SUPERINTENDENT** shall determine to:
    - (1) Waive the requirement to search; or
    - (2) Approve the use of force to compel compliance with a search.
  - iv. **SEPARATION EMPLOYEES** shall:
    - (1) Ensure the juvenile's clothing/personal belongings are thoroughly searched for any non-permitted items or items that can be used to self-abuse;
    - (2) Remove any non-permitted items or items that can be used to self-abuse from the juvenile's possession and place them in a marked property bag for safe keeping;
    - (3) Inventory the juvenile's property and log results in the Separation log book;
    - (4) Place any disallowed juvenile property in a secure area in Separation or in the juvenile's assigned housing unit;

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- (5) Refer a juvenile who is a danger to self to the housing unit psychology staff or on-site MHTC in accordance with Procedure 4250.01 Suicide Prevention Procedure;
- (6) Issue appropriate safe garments and bedding to ensure juvenile safety in accordance with Procedure 4250.01 Suicide Prevention Procedure;
- (7) Document the juvenile's referral to Separation in:
  - (a) Youthbase; and
  - (b) The Separation log book.
- (8) Document the use of restraints in the restraint log book;
- (9) Begin Form 4061.05A Juvenile Record Sheet;
- (10) Begin or continue Form 4250B Suicide Prevention Time Sheet, if applicable.

**5. Admission Decision Process:**

- a. The **MHTC OR SEPARATION EMPLOYEES ASSIGNED TO THE CURRENT SHIFT** shall:
  - i. Be the only persons authorized to admit a juvenile to Separation;
  - ii. If involved in referring a juvenile to Separation, shall not be the admission authority;
  - iii. Admit a juvenile to Separation only if the juvenile meets one or more of the following criteria:
    - (1) Escape Risk: When there are reasonable grounds to believe, based upon overt acts, that the juvenile is a serious and continuing escape risk;
    - (2) Danger to Self or Others: When Separation is necessary to prevent serious and immediate danger to self or others and employees cannot protect the juvenile or others;
    - (3) Destruction of Property: When Separation is necessary to prevent imminent and substantial destruction of property;
    - (4) Disruption of Facility: When Separation is necessary to prevent imminent and substantial disruption to the facility; or
    - (5) Self-Referral: Upon the juvenile's own request employees may not refuse to refer a juvenile to Separation unless a specific behavioral contract has been developed with clinical supervision that outlines alternatives to the use of Separation.
  - iv. Make an admission decision as soon as possible, but in no case longer than 30 minutes following receipt of a completed incident report;
  - v. Pending an admission decision, return incident reports requiring further detail to the referring staff if within the prescribed submission time frames;
  - vi. Decide whether to admit a juvenile to Separation based upon:
    - (1) Incident report(s) describing the referral incident(s);
    - (2) An interview of the juvenile, if the juvenile's behavior permits it;
    - (3) Additional information from witnesses, if necessary.
  - vii. Document any supplemental information considered in the decision to refer or admit a juvenile on an addendum to the original incident report; and
  - viii. If an incident report is not received within prescribed time frames, return the juvenile to regular programming within 30 minutes.

**6. Non-Admittance:**

- a. If a juvenile is not admitted to the Separation program after being referred, The **MENTAL HEALTH TREAM COORDINATOR (MHTC), OR SEPARATION EMPLOYEES ASSIGNED TO THE CURRENT SHIFT** shall:
  - i. Record the denial in:
    - (1) Youthbase; and
    - (2) The Separation log book.
  - ii. Notify the referring unit of the decision and make arrangements to return the juvenile to his/her assigned area within 30 minutes;
  - iii. At the direction of the MHTC, assign the juvenile follow-up work to complete in the housing unit in accordance with Procedure 4061.04 Separation Program: Releases.

7. **Admittance:**

- a. If a juvenile is admitted to the Separation program, The **MHTC OR SEPARATION EMPLOYEES ASSIGNED TO THE CURRENT SHIFT** shall:
  - i. Read the juvenile his/her rights from Form 4061.03B Separation Extension Hearing Notice;
  - ii. Answer the juvenile's questions as needed;
  - iii. Ensure the juvenile signs a copy of Form 4061.03B Separation Extension Hearing Notice for his/her Separation file;
  - iv. Question the juvenile to determine whether any special health conditions exist and/or whether the juvenile currently takes medications for any condition;
  - v. Notify the Health Unit of the juvenile's admission and document any reported conditions in the log book;
  - vi. Record the juvenile's admission in:
    - (1) Youthbase; and
    - (2) The Separation log book.
  - vii. Create/maintain a Separation program case file and ensure:
    - (1) Files are stored in a locked cabinet marked "Confidential" and each file is labeled "Confidential";
    - (2) Files are organized in a standard manner following the content description in Form 4061.02B Separation File Organization;
    - (3) Files contain:
      - (a) Verification that the juvenile has read and signed Form 4061.02C Separation Program Expectations and Rules;
      - (b) A copy of all incident reports documenting the referral to Separation.
    - (4) Forward all original incident reports to security for inclusion in the juvenile's master file.

8. **Relapse Avoidance Plans:**

- a. The **JUVENILE'S YPO III, HOUSING UNIT MANAGER, PSYCHOLOGY ASSOCIATE, OR DESIGNEE** shall:
  - i. Develop an individualized Form 4061.02E Relapse Avoidance Plan (RAP) with juveniles admitted to Separation as soon as possible but no later than:
    - (1) Two hours following admissions occurring prior to 10:00pm; or
    - (2) 10:00am the following day for admissions occurring after 10:00pm.
  - ii. Receive assistance from the MHTC in the development of the RAP regarding:
    - (1) Targeted behaviors and actions to prevent future acting out; and
    - (2) Appropriate clinical interventions.
  - iii. Ensure the RAP lists specific tasks the juvenile must complete as a condition of his/her admission to Separation to include:
    - (1) Form 4061.02F RAP Worksheet addressing specific tasks of the plan;
    - (2) Form 4061.02G Mediation and/or Conflict Resolution with the victim as an assigned task unless the victim is unavailable or refuses to participate;
    - (3) Form 4061.02H Behavior Cycle Worksheet;
    - (4) Form 4061.02I Victim Empathy Worksheet as appropriate;
    - (5) Form 4061.02K Self-Referral RAP Worksheet; and
    - (6) Other assignments as designated by the MHTC or Caseworker.
  - iv. The **MHTC** shall authorize when a juvenile's RAP may be written to allow for the juvenile's gradual transition to regular programming in order to effectively manage the juvenile's behavior upon release from Separation;
  - v. The **EMPLOYEE COMPLETING THE RELAPSE AVOIDANCE PLAN** shall notify the juvenile's parent or legal guardian that the juvenile has been admitted to Separation;
  - vi. On a daily basis the **JUVENILE'S CASEWORKER, PROGRAM SUPERVISOR, HOUSING UNIT MANAGER, PSYCHOLOGY ASSOCIATE, OR DESIGNEE** shall:
    - (1) Review:

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- (a) Completed RAP assignments within two hours of notification from Separation employees;
- (b) The juvenile's progress in meeting Separation program expectations and RAP assignments;
- (c) The juvenile's current behavior to determine:
  - (i) If s/he continues to meet Separation admission criteria; or
  - (ii) If s/he are exhibiting stable, cooperative behavior and can be returned to his/her assigned housing unit to complete the remainder of the RAP in accordance with Procedure 4061.04 Separation Program Releases.
- (2) Return worksheets or assignments which are not satisfactorily completed to the juvenile immediately and explain the deficiencies.
- vii. **SEPARATION EMPLOYEES** shall:
  - (1) Place completed RAP assignments in the juvenile's Separation program file; and
  - (2) Document program services offered to the juvenile in the juvenile's Separation file.
- viii. The **MHTC** shall periodically review all RAPs and worksheets for accountability and quality assurance purposes.

Effective Date:	Approved by Process Owner:	Review Date:	Reviewed By:
05/01/2006	James A. Hillyard		